

COVID-19

CORONAVIRUS UPDATES

March 19, 2020

Dear Valued BPD Customers and Stakeholders:

Due to COVID-19, the California Secretary of State is making every attempt to ensure the safety of our customers and employees while still offering essential services to the public. With these goals in mind, we must close our public counters in Sacramento. Additionally, our staff is rotating to have less staff in the office at any given time.

We encourage you to go online when possible at bizfile.sos.ca.gov or to submit documents and requests through the mail. In addition, Eureka, our chatbot bear is available to answer many frequently asked questions related to businesses and trademarks.

Sacramento Office

Effective Friday, March 20, 2020, our public counters in Sacramento will be closed. Public access beyond the first floor will not be granted. However, we will accept drop-off documents in our Sacramento lobby. Submissions must include the required filing fee in the form of check or money order only.

In Sacramento, there will be separate locked drop-off boxes for the following:

1. Business Entities
2. Apostilles
3. Other Business Programs Documents

Regular counter drop-offs will be deemed received at 5:00 p.m. on the date dropped off and processed on a first in, first out basis with focus on business registrations and apostilles. Filing fees are required to be paid by check or money order with your dropped off document in Sacramento. The counter fee (\$15 or \$6) will be waived and once processed, the document will be returned by mail.

Expedited services will continue to be offered for business filings in Sacramento as follows:

24 Hour Expedite Fee: \$350 plus filing fee
24 Hour Preclearance Fee: \$500

Customers wanting these expedite services are asked to drop their documents and checks or money orders in the Business Entities Drop-Off Box and call 916-695-1175 to notify staff of delivery to ensure timely processing. All other expedited/preclearance services are suspended. (No credit cards at this time.)

Expedite/preclearance pickup will be available daily in our Sacramento lobby between 3:30 p.m. and 4:00 p.m. the next business day following your submission.

We ask that you continue to exercise social distancing and wash your hands often.

Los Angeles Regional Office

Our Los Angeles Regional office will remain open with limited staff and services processing apostilles and domestic partnership agreements. Los Angeles will handle traffic with our now serving sign by helping 2 customers at a time while other customers wait on the second floor until their number is called. Again, you are encouraged to submit documents via mail.

Thank you for your continued cooperation and understanding during this difficult time. For general questions, please call the appropriate section manager or supervisor.

Betsy Bogart

Business Programs Division Chief
California Business Connect Co-Sponsor
California Secretary of State



bizfile.sos.ca.gov

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